

**U.S. FISH AND WILDLIFE SERVICE
EMPLOYEE EXIT CLEARANCE FORM**

Revised 03/19/03

Instructions

Employees located in the Washington metropolitan area are required to clear with each listed office upon resignation, retirement or transfer. All accountable items which have been issued to them must be returned or accounted for. Authorized officials receiving returned items, or otherwise clearing the employee, will sign and date each line item as clearance is approved (note N/A if item is not applicable). To expedite the clearance process, items need not be checked in the order shown. However, all other clearances must be received prior to final clearance through the FWS Division of Financial Management. FINAL PAYROLL ACTION WILL NOT BE TAKEN UNTIL THE CLEARANCE FORM HAS BEEN COMPLETED.

Employee's Name: _____ SSN: _____

Last, First M.I.

Office and Location: _____ Separation Date: _____

Office Phone Number: _____

Reason for Leaving (note transfer, resignation, etc., and new organization if applicable):

	Authorized Official _____	Date _____
<u>I. Departmental Clearance</u>		
1. Departmental Library, MI-Room 1150, Tel: (202)208-5815		
2. Official Passport and/or Visa: Room 1731, Tel: (202)208-5292		
3. Parking Services, MI-Room 1210, Tel: 208-7182		
4. Security Office, MI-Room 1229, Tel: (202)208-5111 a. Room keys for Main Interior and Interior South Bldgs. b. Employee ID card (Form DI-238A)		
<u>II. Fish and Wildlife Service Clearance</u>		
<u>A. Employee's Organizational Unit</u>		
1. Letter of resignation (if applicable), and automated SF-52, Request for Personnel Action, forwarded to HQHR.		
2. Property items accounted for (including open property passes). Accountable or Custodial Officer Signature only		
3. Office keys (Arlington, Virginia)		
4. Building keys (Arlington, Virginia)		
5. Completion of travel vouchers-outstanding or advanced		
6. Final Time and Attendance (T&A) prepared (note nature of action, i.e., resignation, transfer, etc., and effective date in remarks column) a. Annual/Sick Leave balance verification (ensure that the employee does not have negative leave balance in either category)		
<u>B. Administrative Offices:</u>		
1. Division of Human Resources - 4501 N. Fairfax Drive, Suite 2000, Tel: (703)358-1743 a. Ethics (individuals who are required to file an OGE-450 or SF-278 Financial Disclosure Report, or who are retiring or resigning from the Government)		
b. Security (individuals with national security clearance or in positions designated as critical-sensitive, call 703-358-2117 for an appointment, otherwise supervisor may sign N/A)		

